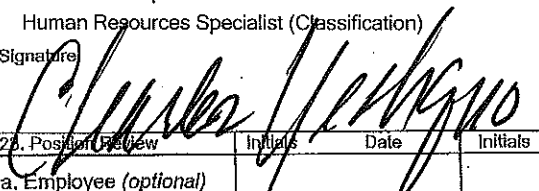


<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. F326-BIA	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	
Explanation (Show any positions replaced) Standard Position Description		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> X-5-Moderate <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
						13. Competitive Level Code	
						14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Budget Analyst		GS		0560	
e. Recommended by Supervisor or Initiating Office						09	
						bas	
						12/03/15	
16. Organizational Title of Position (if different from official title) Fire Budget Analyst				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision			
a. First Subdivision Bureau of Indian Affairs				d. Fourth Subdivision			
b. Second Subdivision				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. <b>Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date		Signature		Date	
21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM, PCS, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, (budget Analysis Series, GS-0560) 12/00.			
Typed Name and Title of Official Taking Action Charles Yeahquo Human Resources Specialist (Classification)				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature		Date		Signature		Date	
23. Position Review		Initials		Date		Initials	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks FPL: GS-09. This position is subject to Indian Preference. *Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)							
25. Description of Major Duties and Responsibilities (See Attached)							

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)						1. Agency Position No. F326-BIA	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	
Explanation (Show any positions replaced) Standard Position Description		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> X-5-Moderate <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code		14. Agency Use					
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials    Date
a. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Budget Analyst		GS	0560	07	bas    12/03/15
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title) Fire Budget Analyst				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision			
a. First Subdivision Bureau of Indian Affairs				d. Fourth Subdivision			
b. Second Subdivision				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. <b>Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date		Signature		Date	
21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM, PCS, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, (budget Analysis Series, GS-0560) 12/00.			
Typed Name and Title of Official Taking Action Charles Yeahquo Human Resources Specialist (Classification)				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature:  Date: 12/03/15							
23. Position Review		Initials    Date		Initials    Date		Initials    Date	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks FPL: GS-09. This position is subject to Indian Preference. *Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)				<b>INDIAN PREFERENCE</b>			
25. Description of Major Duties and Responsibilities (See Attached)							

# POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS		2. NAME	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION:		<input type="checkbox"/> AS HEREBY AMENDED	
11a. _____		d. _____	
b. _____		e. _____	
c. _____			

4. CSC TITLE AND BUREAU POSITION NO.		SCHEDULE	SERIES	GRADE
Budget Analyst      F326-BIA		GS	0560	07

☒ SAME AS PRESENT; AMENDED FOR:     
 ☐ CSC TITLE,     
 ☐ POS. NO.,     
 ☐ SCHEDULE,     
 ☐ SERIES,     
 ☐ GRADE

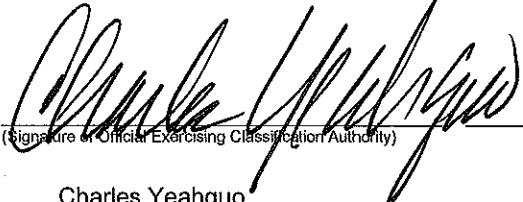
## CERTIFICATION

5. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
(Signature of IMMEDIATE Supervisor)

Title \_\_\_\_\_ Date \_\_\_\_\_

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.


12-3-15

\_\_\_\_\_  
 (Signature of Official Exercising Classification Authority)      (Date)

Charles Yeahquo

TITLE Human Resources Specialist (Classification)

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELECTIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described as the GS-09 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-09 level.

### DISTRIBUTION:

- ☐ Classification Copy
- ☐ Supervisor's Copy
- ☐ Employee's Copy
- ☐ OPF Copy

## Budget Analyst

GS-0560-7/9

### Introduction

The Bureau of Indian Affairs' (BIA) mission is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian Tribes and Alaska Natives. We will accomplish this mission through the delivery of quality services and maintaining government-to-government relationships in the spirit of self-determination.

The incumbent is assigned to this position at a developmental GS-0560 trainee level. They will perform the less difficult assignments with considerable independence in planning, selecting methods and carrying out the work. The more difficult/complex work is performed under close guidance, in terms of objectives, problem areas to be encountered, judgment being applied, and interpretation of regulations/guidelines. The supervisor spot checks work in progress and reviews completed work for adequacy, accuracy, adherence to instructions, interpretation of guidelines, judgment used, and additional developmental needs.

Under the general supervision of Branch of Wildland Fire Management (WFM) leadership, the incumbent serves as a Fire Budget Analyst (FBA) that assists in the formulation, justification, administration and execution of the WFM budget. -

### Major Duties

#### Budget Execution (30%)

Employee performs budget execution duties in support of the Budget Officer. Upon receipt of sub allotments from the Central Office, incumbent provides for the distribution of allocations to agencies by working with program directors as required. Analyst provides advice and assistance to management on any required reprogramming requirements that are necessary to accomplish program/region/agency goals and objectives for the current fiscal year. Incumbent performs budget administration functions in the execution of an annual appropriated fund budget for assigned segments and programs within the regional office. Budget Analyst monitors the use and rate of expenditures of budgeted funds through continuing dialogue with program managers. Incumbent prepares a variety of reports covering the status of funds, expenses, and obligations, as required by higher authority. Communicates with regional managers on the status of regional funding issues and provides customer service to regional program staff on all budget related issues.

In support of the Office of Budget Management (OBM) and Accounting Management; the incumbent executes and reconciles fire management funding for regional and agency offices. Funds are allocated between five programs (Preparedness, Suppression, Construction and Deferred Maintenance, Burned Area Rehabilitation, Fuels Management), within the Department of the Interior, Fire Management Appropriation (FBA). The FBA compiles annual budget distribution information for field agencies. Incumbent consolidates financial plans into final transmittal funding documents for the regional and/or the Bureau's Office of Budget Management.

This position is responsible for advising Bureau program managers or superintendents on the status, availability of funds, and budget processes as it pertains to the regional agencies and programs. In addition, this position collects, coordinates, analyzes and disseminates budgetary, statistical, logistical and demographic data as related to program planning, budget development and annual budget submission. Prepares funding documents, which provide the authority for Bureau managers to obligate and expend funds, including reimbursement. Analyzes, evaluates and reconciles budgetary, financial and other related documents. Incumbent operates computer programs to facilitate preparation of reports, budget preparation, electronic communications and monitoring of the Financial Business Management System (FBMS).

#### Financial Management (30%)

Conducts periodic regional (assisting the Central Office – NIFC) or agency financial reviews to ensure rate of total obligations are within approved funding levels and to advise his/her supervisor regarding the status of fund balances. Establishes and maintains a current and functional control record of all allocations and authorizations received and those disbursed.

Provides support for program evaluations to determine that the objective set out by program managers in each program area are being met and that the Bureau is meeting its established goals and objectives. Determines the propriety and cost effectiveness of funding requests and provides that information to regional management. Employee evaluates the effect of cost and program changes on the budget execution process.

Devises appropriate methods for securing information and developing data from such sources as FBMS, on-site investigations, and discussions with operating officials. As planned and/or directed, makes field inspections to prevent abnormal deviations from established financial programs, providing authoritative and substantive guidance and training to operating personnel. Monitors, analyzes and documents the WFM appropriation expenditures. Monitors fund balances that carry forward from year to year. Develops and maintains spreadsheets to be used for the reconciliation of funds distributed against what is reflected in FBMS. Analyst

performs such reconciliation on a regular basis, as required and reports to his/her supervisor in writing.

Reviews FBMS reports, generated by the Office of Accounting Management, on a monthly, weekly, and daily basis and alerts their supervisor of problems and recommends solutions. Incumbent completes FEMA ESF4 fire reimbursement packages to the USDA Forest Service, as well as state management agencies responsible for fire reimbursements and trespass collections to the bureau.

#### Casual Payment Center (CPC) Program (20%)

The program makes payments to AD-hire emergency workers hired under the emergency pay plan and to vendors, as authorized. This is done in the interest of efficiency and economy of field operations during emergency incidents, for the Emergency Stabilization and the Fuels Management program.

The incumbent provides technical and routine oversight, to ensure the casual employees and businesses are paid in a timely manner. Analyst may serve on CPC performance review teams to ensure that the standards and guidelines for this program are being implemented and provides written reports to the Budget Officer.

#### Budget Formulation and Justification (10%)

Incumbent assists with budget requests for out-years by analyzing program requirements, comparing requests to the Fire Management Preparedness Analysis (FMPA) planning targets, and identifying deficiencies within each fund and program. Clarifies and interprets out-year budget requests for the Office of Budget Management. Prepares budget prepackages and packages, which identify the long-range bureau and WFM goals and objectives.

Based on Central Office instructions, employee assists in the preparation, coordination and training of region-wide planning budget process to tribes, regional program and field managers. FBA assists in the consolidation and preparation and the overall justification of the region and agencies planning submission for the Budget Officer's review. Incumbent provides advisory services for the Budget Officer to agency/tribal level in the development of the planning budgeting packages. Reviews statements justifying and supporting funding requests and resolves funding inconsistencies for reconciliation. Reviews plans and estimates submitted by program/field managers, for compliance with guidance, policies, established priorities, regulations and procedures.

Review submitted tribal budgets for adherence to Central/Regional office format, policy and instructions. Analyst provides technical assistance on behalf of the Budget Officer to agency and tribal officials in the preparation and analysis of annual tribal priorities in budget formulation.

#### Budget Administration (10%)

Communicates and interprets account management decisions to the Bureau's regional and agency offices. Analyst provides guidance and direction to regional and agency Fire Management Officers (FMO), in the use of Bureau's FBMS. Incumbent will serve as Records Custodian in the maintenance of the Budget Office files and records. The individual will comply with the guidance and interpretation of the General Records Schedule (GRS) and Indian Affairs Records Schedule (IARS). Training will be provided in file management to account for the principles of file location, file labeling, records maintenance and disposition plans and records move plan. To perform these duties, the individual should have a thorough understanding of the 1974 Privacy Act.

#### Factors

##### 1) Knowledge Required by the Position

Level 1-6 - 950 points

Knowledge and understanding of governing budgetary policies, precedent setting decisions, procedures and regulations issued by the Department, Bureau and the regional office, to assure that budget forecast, estimates and submissions conform to requirements, guidelines, policies and financial objectives. Skill in identification, analysis and resolution of a wide range of budgetary problems, such as formulation of budget estimates for programs in which objectives, work processes, staffing needs and funding requirements have changed to the extent that substantial re-budgeting is required each year. Employee understands the development and administration of budget execution (annual work) plans for industrially funded activities subject to fluctuating revenues and changing demand for services which necessitate reprogramming throughout the fiscal year.

Has knowledge of regional office, agency and tribal organizational structures and the substantive nature of operating programs and the interrelationship among such programs. S/he has a detailed and practical knowledge of the goals, objectives, work forces composition and work methods sufficient to enable the incumbent to determine whether requests for funds and expenditures are proper, necessary and timely to address programs goals and objectives. FBA has knowledge of the Bureau's finance system and other related systems/reports in order to research and analyze data pertaining to the budget for all programs.

Skill in analytical reasoning and ability to apply that skill to the identification, analysis and conceptualization of budgetary/program problems and develop alternative solutions involving the resolution of conflicting goals and objectives (i.e., increasing workload coupled with decreasing availability of funds for salaries, supplies and equipment.)

Ability to correlate, analyze and apply large amounts of narrative and statistical material in making appropriate recommendations for action concerning budget estimates, obligations, allotments, costs, manpower ceilings and position controls to the Regional Budget Officer. Ability to present recommendations and conclusions based on analysis and evaluation in such form and manner as are most useful to operating or management officials. Knowledge of basic computer spreadsheet applications and word document processing, The Microsoft applications Excel and Word are required.

Knowledge of the federal budget process and the most current related requirements, as mandated by the Department of the Interior (DOI), Office of Management and Budget (OMB) and the Congress.

Has knowledge of Congressional appropriation procedures and law, including requirements for budget justifications and timelines for action on out-year budget requests by the Department, the Administration and Congressional committees. Knowledge of OMB Circular A-34, Instruction on Budget Execution, OMB Circular A-11, Instruction on Budget Formulation and the Bureau 26 IAM, regarding Administrative Control of Funds.

Knowledge of the Bureau's FBMS, financial system reports, reporting capabilities, and the ability to read various types of Bureau financial status reports. Incumbent's ability to analyze the status of the fire management accounts and make recommendations, which will enable the Budget Officer to make decisions, which will improve the control and accountability of wildland fire management funds. Has knowledge and understanding of DOI and BIA's appropriation structure and account definitions, guidelines and precedents.

Ability to plan, organizes, and coordinates work in situations where several and sometimes conflicting demands are involved. Have skills in establishing and maintaining working relationships, and the ability to supervise others. Ability to communicate both orally and in writing with the interagency wildland fire community, a variety of federal agencies and Bureau offices, regarding administrative and operational aspects of the wildland fire program. Has working knowledge of interagency wildland fire organizations. Knowledge of entry level training requirements for APT's for payroll and vendor payments.



## 2) Supervisory Controls

Level 2-3 - 275 points

The incumbent is assigned continuing, long-term responsibility (i.e., for a period in excess of one year) for program planning, directing and carrying out work in all phases of budget administration (i.e., formulation, justification and evaluation for the region of all substantive support programs and tribal budget system programs and industrial funds) with the assistance of the Budget Officer. The incumbent plans and performs regularly assigned program/budgetary duties within time frames dictated by the federal budget process. Deadlines for completion on special projects (i.e., analysis of cost-benefit, trade-off in various management practices) are mutually agreed upon through discussion with the supervisor. The incumbent determines the nature and type of information required to support proposed program/budgetary actions and makes arrangements to obtain the needed data.

The incumbent works under the general supervision of leadership in the WFM. The supervisor provides general guidance, as to scope and priorities in the assigned area, and in consultation with the employee, determines time frames and possible shifts in staff assignments. Employee plans, organizes and carries out assignments, coordinates work with others, determines the approach and methodology to be used, and keeps the supervisor apprised of potential problems. The employee clears with the supervisor approached that may have potential policy impact. Completed work is reviewed for its effectiveness in meeting program requirements, accuracy of estimated time frames and projected problem areas, and effectiveness in coordinating with other groups.

## 3) Guidelines

Level 3-3 - 275 points

Guidance is available in the form of Congressional legislation, reports on Congressional hearings, appropriations language in approved budgets, the Budget Reform and Impoundment Control Act, Office of Management and Budget Circulars and regulations covering major aspects of budget formulation and execution, Treasury Department regulations, Comptroller General Decisions, and policies and precedents of the employing agency and serviced tribes. The employee uses discretion and judgment in interpreting and applying existing guidance in budgeting for administrative and management activities of the agency, which includes: payment of personnel salaries, benefits, and related expenses, travel, training; transportation, establishment of personnel ceiling, and the purchase of office supplies and equipment.

Guidelines are often lacking, requiring new or improved methods to be tested, which may provide a basis for future guidelines. Considerable judgment is required in relating guidelines to the solution of projects and determining if additional methods of problem resolution would be beneficial. Trends and patterns must be investigated, in order to anticipate and correct problem

areas. The incumbent must apply experienced judgment in developing new processes, techniques, and guidelines, as the program reacts to changing needs and conditions.

#### 4) Complexity

Level 4-3 - 150 points

The incumbent is assigned continuing responsibility for all regional program planning and budgetary functions which support all substantive and support activities in the regional office and the subordinate agency/field office activities (i.e., formulation, justification, present action, and execution of the budget, and preparation of official quarterly and annual reports). FBA work involves reviewing, analyzing, consolidating and revising budget spending plans submitted by the program units. The incumbent advises the Budget Officer of the necessity for and type of budgetary action to be implemented to meet program needs for program officials and agency superintendents.

Work involves the performance of a variety of analytical and technical budget administration functions for substantive programs and support activities. Work requires identification and analysis of changes in budgetary policies, regulations, constraints, objectives, and analyzes trends in the use of funds. Employees recommend adjustments in program spending require the rescheduling of program workloads. The employee assists program managers and staff officials in interpreting the impact of, and planning for multi-year budgetary and program changes. The employee assists in the preparation of Self-Governance Compact negotiations with Tribes and reviews Compact agreements for compliance of guidelines and funding availability.

The employee must gather, analyze, interpret and process a wide variety of budgetary transactions, including formulation, execution and tracking of the Bureau wide budget for the regional and/or agencies. Work requires the timely identification and analysis of changes in budgetary policies, regulations, objectives and funds available that affect the accomplishment of the fire program objectives. Work consists of analyzing program requirements, comparing field requests to FMPA planning targets.

Incumbent must interpret large amounts of budgetary/financial and program data relating to the Bureau wide wildland fire preparedness and wildland fire operations funds, and advising fire management personnel in the field of any discrepancies in the use of wildland fire funds. Incumbent must identify and understand the interrelationships between the various procedures and controls between the Department, Office of Wildland Fire, BIA's Washington, DC office, regional and agency offices.

5) Scope and Effect

Level 5-3 - 150 points

Position is responsible for all aspects of the region's program planning and budget, including: formulation, execution and evaluation. Detailed forecasts and plans prepared by this position facilitate the implementation of substantive trust management programs of the region.

Purpose of the work is to insure program accountability and integrity of the use of fire funds. Administrative support and information is provided to regional fire managers on fiscal matters to track and insure payments to vendors, emergency fire fighters. Reports and records are provided for analyses, as requested by Congress and Office of the Inspector General. Internal reports are used in decision making and planning at the national level, and forming a basis for evaluating the overall efficiency and effectiveness of the program.

6) Personal Contacts

Level 6-2/B - 75 points

Contacts within the employing installation are with regional and agency level accountants and accounting technicians, Central Office staff, tribal officials and their staff, administrative and management personnel and with the Budget Officer and other budget staff. The incumbent also communicates with representatives or other Federal agencies and tribal officials.

7) Purpose of Contacts

See Factor 6

Contact with program managers is for the purpose of recommending sound program planning and to reduce expenditures, allocations and shortfalls and adhere to statutory requirements and accepted money management procedures. As required, the employee gives briefings at the request of the Budget Officer to regional management on the status of funds in accounts serviced. The incumbent contacts counterparts in the budget office at Central Office - NIFC to obtain information on policy or procedures.

8) Physical Demands

Level 8-1 - 5 points

The work is mostly sedentary. Some walking, bending, and moderate shifting of files, lifting of computer printouts and books is required. During times of fire emergencies long working hours may be required. Frequent travel away from home for varied reasons and period is required. Although much of the work may be sedentary in nature, high stress levels are the rule. The incumbent must have the ability to deal effectively with individuals and groups representing widely divergent backgrounds, interests and points of view.

9) Work Environment

Level 9-1 - 5 points

Work is performed in an office setting, except when reviewing emergency payments in fire camps or mobilization centers. At times there are heavy travel demands, mostly accomplished by flying in commercial aircraft. The incumbent may be required to fly as a passenger in light aircraft, single or twin engine, and in helicopters. Work is usually performed in an office setting with some field visits to outdoor environments.

10) Other

The incumbent is required, as an incidental duty, to operate a government-owned or leased motor vehicle, in the performance of duties, therefore, a valid driver's license is required. Incumbent must have a safe driving record within the three-year period immediately preceding submittal of GSA Form 3607 and be able to meet the safe driving requirements of the BIA.

The BIA has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

TOTAL POINTS - 1885  
GRADE CONVERSION - GS-09  
(1855-2100)

**POSITION DESCRIPTION ADDENDUM  
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS**

Position Description Number: F326-BIA

The incumbent of this position will:  
[Place an "X" next to appropriate category]

☐ **Regularly** operate government vehicles or equipment to perform the duties of the position.

☒ Occasionally operate a motor vehicle, but not on a regular basis.

☐ Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

*All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.*